

APPENDIX O
MODEL ADMINISTRATIVE RECORD TRANSMITTAL COVER LETTER

(Name of Contact)
(Address)

Dear (Name of Contact):

The U.S. Army Corps of Engineers is required by law to establish Administrative Records for certain environmental restoration projects and to maintain one copy of such Records “at or near” the environmental restoration project at issue. The attached Administrative Record consists of information upon which the government bases its selection of response action for the (name of FUDS property).

By providing the public with greater access to these Records, it is our hope that the public will be better equipped to comment constructively on FUDS project activities and to understand the issues relating to the selection of the response action at the FUDS property.

We appreciate having the (name of local repository) as the designated Administrative Record facility for the (name of FUDS property). The enclosed Record file, along with any future documents relating to technical activities at the FUDS project, will be placed in the (name of local repository) and be available for public review. The Record file should be treated as a noncirculating reference - it should not be removed from your facility.

Also enclosed is a fact sheet to assist you and your staff in answering questions posed by the public concerning Administrative Records for selection of response actions at FUDS projects. Please feel free to distribute this guide to the public.

To ensure the receipt of the Administrative Record, I would appreciate your completion of the attached Document Transmittal Acknowledgment form. Please return this form in the enclosed self-addressed, stamped envelope.

Again, I would like to thank you for your cooperation with the U.S. Army Corps of Engineers in serving as a field repository. If you have any questions or comments, please contact (name of contact) at (phone no.).

Sincerely,

(Name)
Administrative Record Coordinator
(Signature is subject to local procedures.)